Closing date: 30th June 2023

Please send CV & cover letter to recruitment@galvmed.org

JOB DESCRIPTION

JOB TITLE & DEPARTMENT:

Management Accountant

LOCATION:

Edinburgh (hybrid with 2 days per week in the office)

REPORTING LINE & KEY INTERFACES:

Reports to:
Head of Finance

Key Interfaces:
GALVmed staff (including project and administrative staff, CEO and Directors), finance team, external partners (e.g., bank, suppliers, auditors), funders

KEY ACTIVITIES (what are the job specific activities)

Month End Reporting

- Responsible for production of monthly management accounts and drafting of narrative for Finance Report and any other ad hoc reports.
- Liaising with international offices (Kenya and India) on internal reporting.
- Preparing monthly key account reconciliations.
- Overseeing the Finance Officer in day-to-day processing, including the weekly payment run.

Project Finances

- Responsible for delivering the budgeting and forecast process.
- Projects – project budgeting including providing financial project support through the preparation of project reports & analysis, regularly liaising with project staff and attending project meetings.
- Funders – donor reporting, satisfying complex funder reporting requirements including programme reconciliations.
- Data – data manipulation and analysis.

Audit

- Year-end process, including preparation of statutory accounts, supporting audit information and liaising with external auditors.

Other

- Responsible for preparation of payroll.
- Support/drive improvement of processes and controls.
- Support and deputise for the Head of Finance with ad hoc duties when required.

ACCOUNTABILITIES (WHAT ARE THE KEY ACCOUNTABILITIES/RESPONSIBILITIES TO ACT OF THE JOB HOLDER)

- Responsible for month end management accounts including reconciliations and preparation of monthly reports
- Responsible for all budgeting and project reporting
- Responsible for the preparation of funder reports and analysis (overseen by the Head of Finance)
- Responsible for the preparation of the year end statutory accounts and the audit file (overseen by the Head of Finance)
- Responsible for the preparation of payroll (overseen by the Head of Finance and external payroll advisors)
- Establish relationships with professional advisors, bankers and auditors as necessary

QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)

Essential

- CCAB qualified with experience of working in a small, busy finance team.
- Production and presentation of management information (accounts, cash flow forecasting and budgets)
- Financial accounting packages & IT applications (especially excel) literate to a detailed level

Desirable

- Foreign currency experience
- Experience of preparing SORP-compliant charity accounts
- Detailed working knowledge of Sun systems version 6.3 (or later version), Vision Excel or other complex finance & reporting systems.
- Delivery of donor requirements

Behavioural Competencies

- Attention to detail, with a methodical and logical problem-solving approach
- Highly organised with a strong focus on planning
- Ability to work flexibly, under time constraints and unsupervised
- Excellent communication skills - inter-personal and presentation
- Patience and understanding of rapidly changing work requirements